

Formal Complaint Regarding Discrimination

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding discriminatory practices that I have experienced at [Company's Name]. I believe that I have been subjected to unfair treatment based on [specify discrimination basis, e.g., race, gender, religion, etc.].

My concerns began on [specific date or time period], when [describe specific incidents, actions, or statements that reflect discriminatory behavior]. This treatment has not only affected my work environment but has also impacted my overall well-being.

I have attempted to address this issue informally by [explain any steps taken, such as discussions with supervisors or HR], but have not seen any resolution.

I am requesting that this matter be investigated thoroughly, and appropriate actions to rectify the situation be taken. I believe it is essential for [Company's Name] to foster a respectful and inclusive work environment for all employees.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,
[Your Name]